

## **Curbside Pick-Up**

**Starting Monday, December 7, 2020**

- The library building will be closed to the public, but curbside pick-up will be available Monday-Friday from 9 a.m. – 5 p.m.
- Requests can be made through our on-line catalog.
- ILL items will be checked out along with WPL materials This can be found on our webpage.
- All standard circulation rules apply to curbside pick-up borrowing.

### **How curbside pick-up works at WPL**

- The building will be closed to the public, with the library staff working from the building
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- Patrons can request items through our online catalog or call us with requests if they do not have access to a computer or smartphone.
- We ask that patrons be patient as we process your requests. You may to wait a while before we contact you after a request. We do not guarantee same day pick-up, but we will try our best.
- Patrons can request books, DVDs and audio books, or renew items you currently have out assuming someone else has not requested the title.
- If the items you are requesting are available, the staff will find the items, and check them out to you.
- We will then contact you to let you know you can pick-up your materials.
- When you get to the library, ring the doorbell or call us from your cell phone. We will come to the door and ask your name.
- Once we know who you are, step back at least 6-feet from the door and we will leave your books on top of the book-drop for you to take.
- All materials can be returned via the book drop.

Call us at 207-872-1978 or email us at [winslowlibrarycirculation@winslow-me.gov](mailto:winslowlibrarycirculation@winslow-me.gov)